Information note
21 July 2000

Information note to delegations on arrangements for the Millennium Summit of the United Nations*

To be held at United Nations Headquarters from 6 to 8 September 2000

* *The present information note describes administrative and logistical arrangements for the Millennium Summit of the United Nations. Additional information may be issued as appropriate.*

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I. Introduction

The General Assembly, by its resolution 53/202 of 17 December 1998, decided to designate the fifty-fifth session of the General Assembly "The Millennium Assembly of the United Nations", and to convene, as an integral part of the Millennium Assembly, a Millennium Summit of the United Nations.

By its resolutions 53/239 of 8 June 1999, 54/254 of 15 March 2000 and 54/261 of 10 May 2000, the General Assembly further decided that the Millennium Summit would be held from 6 to 8 September 2000 in New York, under the overall theme "The role of the United Nations in the twenty-first century".

II. Information for participants

A. Dates and venue

The Millennium Summit of the United Nations, composed of plenary meetings and four round tables, will be held from Wednesday, 6 September, to Friday, 8 September 2000 at United Nations Headquarters. The plenary meetings will be held in the General Assembly Hall and the round tables will be held in the Economic and Social Council Chamber.

B. Arrivals and departures

Port of entry arrangements: Heads of State and Government and Vice-Presidents and Crown Princes will be greeted at the time of their arrival to New York by the United Nations Chief of Protocol or other senior United Nations officials. Governments, through their permanent missions, are responsible for compliance with all host country requirements with regard to entry formalities and for provision of all transport, transit and accommodation arrangements, in coordination with the United Nations Security and Safety Service and host country and host city authorities.

Procedures at United Nations Headquarters for the period from 6 to 8 September 2000: Following past practice, the authorities of the United States of America will provide transportation (one vehicle) and security protection to Heads of State and Government and some chairmen of delegations during their stay in New York. Regardless of the size of the motorcade, only two vehicles, the car with security plus the car with the principal, will be allowed to enter the United Nations through the 43rd Street gate and to discharge their passengers at the Delegates' Entrance to the General Assembly Building. The remaining vehicles in the motorcade will discharge their passengers further down First Avenue or in front of the visitors' gate to the United Nations (First Avenue and 46th Street).

A provisional schedule of arrival to the Headquarters for each morning of the Millennium Summit, based on security considerations will be prepared. Delegations will be notified of this schedule individually at a later date.

Departures of Heads of State and Government from Headquarters will be carried out in accordance with the following procedure: a "motorcade desk", staffed by one Protocol and one United Nations Security Officer and a United States Secret

Service officer will be set up on the first floor (near the Delegates' Entrance). Delegations wishing to depart must contact the motorcades desk personnel, who will then summon the vehicles and inform the delegation of their arrival.

Strict adherence to the following requirements will ensure the timely and secure arrival of all parties:

(a) All persons in motorcades MUST have a valid United Nations photo identification in order to be permitted to pass through various security checks and enter the Headquarters Building;

(b) Heads of State and Government, members of their parties and other delegations or observers or individual members of such delegations willing to come to the United Nations on foot from nearby locations are encouraged to do so. Time will be saved and possible delays avoided;

(c) With the exception of motorcades accompanied by police and/or Secret Service, any delegation arriving at the United Nations by car will need a special vehicle permit to enter the complex. These permits will be available through the Security and Safety Service. A security briefing for all delegations will be held on 23 August at 10 a.m. in Conference Room 1.

C. Registration and accreditation

Registration and accreditation of official delegations and members of the parties of Heads of State and Government will be carried out by the Protocol and Liaison Service. Authorized applications for passes will be processed by the United Nations Pass and Identification Office, located in the UNITAR Building, 801 First Avenue (north-west corner of 45th Street). Its office hours will be:

Monday to Friday, 9 a.m. to 5 p.m.; closed 1 to 2 p.m.

For media accreditation, please see paragraphs 40 to 47 of the present note.

D. Security arrangements

Access to the United Nations complex and its surrounding area will be strictly limited, as will access to areas within the United Nations complex, as noted below. The Headquarters complex will be closed to the public from 2 to 8 September. The security arrangements are described below.

Security responsibilities

Security responsibility for the Millennium Summit is the same as that for any other activity at the United Nations: the United Nations Security and Safety Service is responsible for the security of everyone while they are on United Nations premises; the host country and host city authorities are responsible for all arrangements relating to security and movement outside United Nations Headquarters, as is standard for official visits.

Protection is provided by host country security authorities to Heads of State and Government, as well as to a limited number of other government officials, by the assignment of protection detail personnel. Arrangements for such assignments

are initiated by the embassies of the relevant countries, in Washington D.C., with the United States Department of State. In the case of Heads of State and Government, the respective embassies should contact the United States State Department, if they have not already done so.

Governments whose Head of State and Government is attending the Millennium Summit may wish to have direct consultations with the United Nations Security and Safety Service, particularly with regard to accreditation of national security details.

Any question should be directed to the Chief of the United Nations Security and Safety Service, Michael McCann (963-7525), or to the Assistant Chief, Joseph Martella (963-6150). The Millennium Summit security planning team is located in room GA-100 (963-0368/0369).

Access to and within the United Nations during the Millennium Summit

Access to the United Nations complex during the Millennium Summit will be restricted to those persons who are properly accredited and who are wearing a United Nations grounds pass. For all government delegations (Member States or observers), these grounds passes will be issued at the Accreditation Centre located at 801 First Avenue. For grounds passes for national security officers accompanying the Heads of State or Government, please contact Jacob Chacko, Security and Safety Service (963-9346). (See attached sample of request for grounds pass for security staff, annex III).

It must be emphasized that access to the United Nations will be denied to anyone not wearing a valid grounds pass. This is necessary for security reasons, given the risks implicit in a gathering of so many national leaders. To avoid last minute difficulties, all Governments are requested to ensure the proper accreditation of their delegations and accompanying parties.

Within the United Nations complex, there will be certain further restrictions on movements. A restricted area has been designated encompassing the General Assembly Building and the entire second floor of the Conference Building. Controls over access to restricted areas will be enforced by the Security and Safety Service.

Three message centres will be set up in order to resolve problems raised by the tight controls on access. One centre will be located within the restricted area in the east foyer on the second floor of the General Assembly Building, another will be located in the information booth in the Public Lobby of the General Assembly Building and the third will be in the Pass Office located in the FF Building, 304 East 45th Street. All three message centres will be staffed by the Secretariat to ensure the smooth movement of messages into and out of the General Assembly Hall and the restricted area.

Briefings

The United Nations Security and Safety Service will continue to schedule individual briefings, as necessary, regarding general security arrangements. A security briefing for all delegations is scheduled for 23 August at 10 a.m. in Conference Room 1.

E. Participation in the meeting

List of speakers, speeches, documentation and interpretation

In accordance with General Assembly resolutions 54/254 and 54/261, six plenary meetings will be held over the three-day period, with two meetings per day according to the following schedule: 9 a.m. to 1 p.m. and 3 p.m. to 6 p.m.

Owing to the unique symbolic moment of the Millennium Summit, representatives of the country of the President of the fifty-fourth session of the General Assembly and the country of the President of the fifty-fifth session of the General Assembly will jointly preside over the Summit.

Participants at the Summit will include Member States, the Observer States, the Holy See and Switzerland, as well as Palestine, in its capacity as observer.

In order to accommodate all speakers at the Summit, statements should not exceed five minutes, on the understanding that that will not preclude the distribution of more extensive texts. To facilitate the observance of the time limit, a light system installed on the lectern will signal the approach of the five-minute limit.

Only official documents of the Millennium Summit bearing the General Assembly document symbol and texts of statements to be delivered in plenary meetings will be distributed in the General Assembly Hall.

Also under resolutions 54/254 and 54/261, the Millennium Summit will hold four interactive round-table sessions, according to the following schedule:

Wednesday, 6 September 2000, from 3 p.m. to 6 p.m.;

Thursday, 7 September 2000, from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m.;

Friday, 8 September 2000, from 10 a.m. to 1 p.m.

The four round tables will be held in the Economic and Social Council Chamber and will be chaired by a Head of State or Government. Member States are encouraged to be represented at the round tables at the level of Heads of State or Government.

The Chairperson of each round table will be determined by the regional groups, in consultation with the President of the General Assembly. Each regional group will determine which of its members will participate in each round table.

Other organizational matters concerning the round tables are subject to further consultations.

The list of speakers for the Millennium Summit was established by a drawing of lots.

The current list of speakers for the meetings of the Millennium Summit is available in room S-3001. Any change or addition to the list of speakers should be communicated in writing to the General Assembly and Economic and Social Council Affairs Division (room S-3001 G, telephone 963-5063, fax 963-3783).

A minimum of 30 copies of the text of speeches to be delivered at the Millennium Summit should be submitted in advance to the Secretariat; failing this, delegations are urged to provide interpreters with five copies (for interpretation into

the five other official languages) before the speaker takes the floor. If delegations wish to have the text of speeches distributed to all delegations, observers, specialized agencies, interpreters, record-writers and press officers, 350 copies are required. The electronic version of the text of the speeches, preferably as an attachment in Microsoft Word file, in one of the official languages of the United Nations, should be sent by e-mail to DPI @ un.int for posting on the Millennium Summit web site (www.un.org/millenium). For distribution of the texts of speeches to the press, please see the information contained below. Given the security arrangements in place for the Millennium Summit, texts of speeches should be delivered to the receiving area located at the rear of the General Assembly Hall between the hours of 8 and 9:30 a.m. by a delegation representative in possession of a restricted area pass. Access will be through the 46th Street gate to the Visitors' Entrance, through the electronic screening area to the elevators on the west side of the Lobby to the receiving area, where a representative of the Secretariat will accept the texts at a special counter. Texts of speeches will be accepted only on the same day that they are to be given.

Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. Any speaker may also make a statement in a language other than the official languages, however, in such cases, in accordance with rule 53 of the rules of procedure of the Assembly, the delegation in question must provide either an interpreter from the non-official into an official language or a written text of the statement in one of the official languages to be read out by a United Nations interpreter. On the basis of this interpretation or the written text, which is accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters. When a written text is provided, the delegation concerned should make available to the interpreter someone who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter through the translated text and to ensure synchronization between the speaker and the interpreter. Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreter booths in the General Assembly Hall, must be made in advance with Elena Howard, Officer-in-Charge, Interpretation Service (room SA-B31, telephone 963-8233.

F. Arrangements for bilateral meetings

Facilities

As requested in General Assembly resolution 49/221 D of 23 December 1994, improved and expanded facilities for bilateral meetings and contacts among Member States will be available during the Millennium Summit. Twenty-eight suitably appointed temporary booths, each furnished with eight chairs, will be available on the first and third floors of the General Assembly Building for such consultations. During the period starting on Monday, 11 September, until Friday, 22 September, the end of the General Debate, the number of booths will be reduced.

2. Reservation system

Within the designated bilateral meeting areas, a reservation system has been instituted in order to provide equitable and efficient use of the facilities.

A room reservation form (see annex II) has already been distributed to all permanent and observer missions for this purpose. Missions are kindly requested to use one form listing all bilateral meetings requested and to forward it to Aurora Szekielda, Meetings Servicing Unit (room 1B-2, fax. 963-9284). This written request should specify the date, time and exact duration of each meeting and should include the name of the other delegation participating in the bilateral meeting. Owing to the security arrangements during the Millennium Summit, access to the bilateral meeting areas will be limited to delegates in possession of General Assembly Hall or restricted area passes. Venues for photo opportunities in connection with bilateral meetings will be available on the first and third floors of the General Assembly Building, close to the temporary meeting rooms.

Oral confirmation of the availability of space will be given shortly after receipt of each request and information on room assignments will be provided one day prior to the meeting. Depending on the programme, every effort will be made to keep a delegation's appointments in the same room.

G. Treaty signature/ratification event

It is recalled that the Secretary-General, in a letter dated 15 May 2000, invited Heads of State and Government, during the Millennium Summit, to consider signing and notifying or acceding to multilateral treaties deposited with him. In this regard, he offered to provide special facilities for that purpose during the Millennium Summit.

The treaty signature/ratification event will take place from 6 to 8 September in a **private area** near the Delegates' Entrance to the right of the escalator. A special platform within that area will be provided for press and television crews. It is recalled that Member States are required to express their intentions regarding signature and ratification or accession by 1 August so that timing preferences may be accommodated as equitably as possible. Appointments for signature, ratification or accession during the Millennium Summit should be arranged well in advance with the Treaty Section. Should the Permanent Missions require further information or wish to arrange appointments for signature, ratification or accession of Treaties during the Millennium Summit, they may contact the Treaty Section (963-5047).

H. Official luncheon

There will be an official luncheon hosted by the Secretary-General in the North Delegates' Lounge on Wednesday, 6 September at 1.15 p.m. Invitations will be issued for this event.

I. Programme for spouses

There will be three social events hosted by Nane Annan in honour of the spouses of Heads of State and Government participating in the Millennium Summit: a luncheon on Wednesday, 6 September; a visit to the Metropolitan Museum of Art on Thursday, 7 September; and a final luncheon on Friday, 8 September 2000.

On Thursday, 7 September 2000, the United Nations Children's Fund (UNICEF) will hold an interactive forum on girls' education, at which Mrs. Annan will be the honorary chairperson. Spouses of Heads of State and Government are invited to participate. For further information on this event, contact Mary Pigozzi, Senior Education Adviser, UNICEF (telephone 824-6618). Details of further arrangements will be provided at a later date.

It is necessary for the Chief of Protocol to be notified, at the earliest convenience of the Permanent Representatives and Observers, of the presence of spouses of Heads of State and Government in New York in order to proceed with the appropriate invitations.

J. Group photograph

An official group photograph of the Heads of State and Government and heads of delegations who are to speak at the Millennium Summit has been scheduled for Wednesday, 6 September 2000, at 2.30 p.m., immediately following the official luncheon, in the Trusteeship Council Chamber.

For the group photograph, the position of each Head of State and Government and each head of delegation will be pre-arranged. Place cards indicating the exact position of each representative for the official group photograph will be forwarded to each delegation in due time.

The photograph is restricted to Heads of State and Government and heads of delegations who are scheduled to speak during the Millennium Summit. Access to the Trusteeship Council Chamber during this event will be restricted to the participants in the group photo. While access to other events may be authorized for interpreters and security personnel, no exceptions will be made for the group photograph. No flash photography will be permitted, except by the designated photographers of the group photo.

K. Media arrangements and services

Accreditation

Until Friday, 25 August 2000, media representatives can receive accreditation at the following location:

UNITAR Building, 801 First Avenue (north-west corner of 45th Street)

Open Monday to Friday, 9 a.m. to 4.45 p.m.; closed 1 to 2 p.m.

From Monday, 28 August, to Friday, 22 September 2000, the Media Accreditation Centre will be located in:

FF Building, 305 East 45th Street

Open Monday to Friday, 9 a.m. to 5 p.m.; closed 1 to 2 p.m.

The hours of operation for the days immediately before and during the Millennium Summit will be as follows:

Saturday, 2 September	9 a.m. to 5 p.m.
Sunday, 3 September	9 a.m. to 5 p.m.
Monday, 4 September (holiday)	9 a.m. to 5 p.m.
Tuesday, 5 September	7 a.m. to 6 p.m.
Wednesday, 6 September	6 a.m. to 6 p.m.
Thursday, 7 September	8 a.m. to 6 p.m.
Friday, 8 September	9 a.m. to 5.30 p.m.

Correspondents already possessing a valid United Nations grounds pass will not need additional accreditation for the Millennium Summit. All others must apply for accreditation by **Monday, 21 August 2000**, by submitting a completed accreditation form available from:

- Media Accreditation and Liaison Unit, room S-250, United Nations telephone: (212) 963-6934/ -2393/ -2392/ -3866/ -7164, fax: (212) 963-4642
- The Media Accreditation Office in the UNITAR Building (801 First Avenue)
- The United Nations web site at www.un.org/millennium
- United Nations information centres and offices around the world

All members of the press corps accompanying Heads of State and Government or heads of delegation must complete an application form (see annex II) for accreditation, attached to an official letter from the permanent mission concerned, listing the names of the media representatives with their functional titles and affiliation addressed to:

Chief, Media Accreditation and Liaison Unit

News and Media Division

Department of Public Information (DPI), United Nations

Members of the media accompanying the Heads of State and of Government or heads of delegation must present themselves to the Accreditation Centre, where they will have their photographs taken and be issued a United Nations grounds pass upon presentation of national passports and another valid photo identification.

All other media wishing to cover the Millennium Summit will have a United Nations grounds pass issued at the Accreditation Centre upon presentation of a letter of assignment from their editors-in-chief, addressed to the Media Accreditation and Liaison Unit. Two pieces of photo identification (such as passport, national press credentials, police press pass, drivers' license, etc.) are also required.

For security reasons, all members of the press corps will be required to wear both their United Nations grounds pass and national press identification at all times.

Entry and screening procedures

The designated press entrances for the Millennium Summit are as follows:

Tuesday, 5 September	Visitors Entrance, First Avenue and 46th Street (open at 8 a.m.)
Wednesday, 6 September	48th Street Gate, First Avenue and 48th Street (open at 6 a.m.)
Thursday, 7 September	48th Street Gate, First Avenue and 48th Street (open at 7 a.m.)
Friday, 8 September	48th Street Gate, First Avenue and 48th Street (open at 7 a.m.)

All media representatives will be required to present a valid United Nations grounds pass to the United Nations security officers at the gate.

All media personnel are advised to arrive early to allow sufficient time for screening. Last-minute arrivals will encounter delays, and may be further delayed should First Avenue be temporarily closed for motorcades.

Media Centre and other facilities

The facilities available to the press on the third floor of the Secretariat Building will include telephone, fax, and Internet access at commercial rates. The Ex Press Bar on the third floor of the General Assembly building will serve as an overflow area for the press corps, in particular for the official photographers and cameramen waiting to enter the booth assigned to them on a rotation basis. These locations will also be equipped with electrical outlets and a television monitor showing the proceedings in the Plenary Hall.

The United Nations will establish a Media Centre for the local and visiting press corps in Conference Room 1, which will provide the following technical services:

- Television sets carrying live proceedings of the plenary meetings of the Summit on closed circuit television in English;
- Video distribution in NTSC and PAL Video standards will be available; media organizations must provide their own video recording decks (most camera equipment cannot accept video inputs);
- Audio distribution to record official proceedings will be available, with provision for language selection, including "floor" audio and interpretation into the six official languages (Arabic, Chinese, English, French, Russian and Spanish);
- Paging system for general announcements to the media;
- Telephone lines (credit cards required) and 110 volt electrical outlets; journalists using their own laptops must provide their own modems;
- Computers with Internet access;
- Documents distribution (including press releases).

An information desk will be staffed at all times from 6 to 8 September to assist journalists with both substantive and organizational questions.

Media Centre

Telephone: (212) 963-9611/ -9612/ -9613

United Nations audio-visual materials

Photographs, videotapes and audiocassettes are available from the United Nations. During the Millennium Summit, the offices providing these services will open at 9 a.m.

Photographs will be available to delegations for a nominal fee and to accredited correspondents free of charge. Photographs of morning speeches will be available during the afternoon of the same day; photos of the afternoon speeches on the morning of the following day. Please direct photo inquiries and requests to:

United Nations Photo Library

Room S-805-L

Telephone: (212) 963-6927

Fax: (212) 963-1658

Videotapes of speeches will be available for a fee (NTSC standard only) in VHS, and Betacam SP formats. Advance tape orders will be available, insofar as possible, immediately following the speech. Tapes ordered afterwards will be available by the next day. Please note that the duplication capacity is limited and the requests will be processed in the order received. Tapes ordered afterwards will be available by the next day. To request a videotape of a speech, contact:

United Nations Television

Telephone: (212) 963-7652

Fax: (212) 963-3860

Live television feeds will be available through commercial carriers. For information, please contact:

United Nations Television

Telephone: (212) 963-7650

Fax: (212) 963-3860

Please note that unilateral television production services will not be available from United Nations Television during the Millennium Summit.

Audio cassettes of speeches will be available from:

United Nations Audio Library

(Located on the first basement concourse level 1-B, in room GA-27)

Telephone: (212) 963-9272 / -9269

Fax: (212) 963-3860

Speeches are normally available in the original language in which they were delivered. Special requests for recording of the interpretation in one of the six official languages should be made in advance and are subject to the limitations of the recording facilities.

Delegations may request one cassette of each speech free of charge. Additional copies, back orders and other special requests are subject to charge and are handled by:

Sound Recording Unit

Room GA-13-C

Telephone: (212) 963-7658

Pool coverage

Owing to logistics and space considerations, nearly all visual media coverage will be done by selected media pools. The pools are reserved exclusively for United Nations Television, United Nations photographers, international wire services and photo agencies. In the case of print media, the United Nations Correspondents Association (UNCA) will notify the Department of Public Information of its representative.

The official press corps accompanying a Head of State or Government or head of delegation, including the official photographer, will not be permitted to participate in these pools. The one exception will be the luncheon in which their Head of State or Government or head of delegation participates, in which case the official photographer will be allowed to join the pool. In all instances, Department of Public Information liaison staff will accompany media pools.

Telephone: (212) 963-6934

Fax: (212) 963-4642

Television and photo coverage in the General Assembly Hall

Official photographers and television crews will have an opportunity to cover the speech of their Head of State or Government or head of delegation on a rotating basis from the press booths surrounding the General Assembly Hall. Owing to space limitations, they may not remain to cover other speeches. A limited number of still photographers, escorted by Department of Public Information liaison staff, will also be allowed to take photographs from the bridge at the back of the General Assembly Hall during the speech. These operations will be coordinated from the third floor liaison desk in the General Assembly building.

Media Liaison Desk, telephone: (212) 963-7756 / -3353

Tickets to the press gallery in General Assembly Hall

There are 53 seats available for media representatives in the press gallery of the General Assembly Hall. The Media Liaison Desk on the third floor will distribute tickets on a first-come first-served basis half an hour before the meeting.

Telephone: (212) 963-7756 / -3353

Copies of speeches for the press

Delegations wishing to make available the text of the speech by their Head of State or Government or head of delegation are asked to bring 150 copies to the Media Centre in Conference Room 1 (located in the first basement, 1-B), and an additional 150 copies to the documents distribution counter in the third floor press area. No photocopying facilities will be available for this purpose.

United Nations press release coverage

The Department of Public Information will provide press release coverage in English and French of open meetings of the Millennium Summit. These may be obtained from the third floor documents counter and in the Media Centre. Further queries should be directed to the Press Service.

Telephone: (212) 963-7211/ -2360

Background material

For press materials about the Summit, the Millennium Report of the Secretary-General and key issues, see the United Nations web site at www.un.org/millennium. For additional information, suggestions for interviews, and other related assistance, contact the Public Affairs Division of the Department of Public Information.

Telephone: (212) 963-6870 / -1453

Fax: (212) 963-0536

e-mail: pascale@un.org

Internet

The United Nations web site will present full coverage of the Millennium Summit in English at www.un.org/millennium and in the other five official languages under their respective pages. It will offer a live web cast of the plenary meetings Summit in English and French, as well as some press conferences. The web site will also make available texts of statements in their original language, press releases, radio programmes and photos, along with background information regarding the Summit. The Millennium Summit web cast will be archived for six months.

Briefings for journalists

Daily noon briefings will be held for journalists in room S-226.

Coverage of bilateral meetings

Photo opportunities will be available for bilateral meetings that are open for coverage. Media representatives covering these meetings will be asked to assemble at the third floor liaison desk, from which point they will be escorted by a liaison officer from the Department of Public Information.

Coverage of treaty signature/ratification event

Media representatives will be able to cover the signature and ratification of treaties during the Millennium Summit from a special platform near the Delegates' Entrance (ground level). There will be space for a limited number of photographers.

Media Liaison Desk

Telephone: (212) 963-7756 / -3353

Press conferences

During the Millennium Summit, press conferences will be held in room S-226 and in Conference Room 2. The list of press conferences will be announced daily. Delegations can book rooms for press conferences, by calling:

Spokesman's Office

Telephone: (212) 963-7704

Other media queries

For additional media information please refer to the "Note to Correspondents" of 12 July 2000 (DPI Note no. 5619).

Dining facilities

The following dining facilities will be accessible to the press during the Millennium Summit (hours of operation to be determined):

Cafeteria (Secretariat Building — first floor)

UNCA Club (Secretariat Building — third floor)

Staff cafe (Secretariat Building — fourth floor)

Austrian Cafe (General Assembly Building — first basement)

Vendery/Ex Press Bar (General Assembly Building — third floor)

L. Coffee service

Coffee service will be provided on Wednesday, 6 September until 9 a.m. in the North Delegates' Lounge for Heads of State and Government and heads of delegations.

M. Host country liaison

All inquiries concerning host country matters should be directed to Robert C. Moller, at the Mission of the United States of America to the United Nations (415-4131 during the regular business hours; after hours, please call 415-4444).

N. Additional information and briefing session

If the need arises to update and expand the information contained herein, additional information may be issued. In addition, question-and-answer sessions for interested delegations may be arranged in the weeks leading up to the Millennium Summit.

O. Focal point for special arrangements

Within the Secretariat, there are focal points for special arrangements related to the Millennium Summit as follows:

• Office of the Millennium Assembly	Moncef Khane, 963-3390
	fax: 963-0616
• General Assembly Affairs	Vadim Perfiliev, 963-0725
	fax: 963-5305
	e-mail perfilievv@un.org
• Protocol	Igor Novichenko, 963-7177
	fax: 963-1921
• Security	Joseph Martella, 963-6150
	fax: 963-6850
• Media	Sonia Lecca, 963-6934
	fax: 963-4642
	Pragati Pascale, 963-6870
	fax: 963-0536
• Facilities for bilateral meetings	Aurora Szekielda, 963-2643
	fax: 963-9284

Participating Governments are responsible for all other arrangements, including travel to New York City, entry formalities, ground transportation, accommodations, attention to special health and medical considerations, secretariat and telecommunications services, advance visits, etc., and for the delegation's programme of activities that are not related to the Millennium Summit. Participating Governments should observe all regular procedures for official visits to United Nations Headquarters, as stated in section XIX of the United Nations *Manual of Protocol* (ST/SG/4/Rev.6), in *Information for Delegations* (ST/CS/49) and in other guidelines and instructions.

P. Medical Services

The United Nations Medical Service operates a walk-in clinic from 9 a.m. to 6 p.m. The clinic is located on the fifth floor of the Secretariat Building. In addition to this, during the Millennium Summit, a first aid station/satellite of the Service will be

set up on the second floor of the Conference building adjacent to the elevator, in front of room C-202.

Physicians travelling with Heads of State or Government may contact the head nurse if they have special needs or if they need to view the facilities available at the Medical Service.

Head nurse	Erna Croney	telephone: 963-4070
		Fax: 963-4925

Annex I

Bilateral room reservation form

UNITED NATIONS INTEROFFICE MEMORANDUM

NATIONS UNIES MEMORANDUM INTERIEUR

55TH (MILLENIUM) SESSION OF THE GENERAL ASSEMBLY

BILATERAL ROOM RESERVATION FORM

MISSION:	
CONTACT PERSON:	
TELEPHONE NUMBER:	
FAX NUMBER:	
E-MAIL ADDRESS:	

DATE OF MEETING	TIME	DELEGATION	LEVEL

N.B.: Meeting room accommodates a maximum of 10 persons. 20 minutes are allotted per bilateral meeting, 10 minutes between each meeting. Please indicate start and end times. Please also indicate the delegation with whom you are meeting as well as the level of the meeting, whether Head of State, Head of Government, Ministerial or Other. Requests should be submitted at the latest by 6 p.m. one day before the meeting.

Please send completed form to: Ms. Aurora Szekielda, Meetings Servicing Unit, fax: 212 963-9284

Annex II

Request for the accreditation of media representatives

THE MILLENNIUM SUMMIT OF THE UNITED NATIONS
"THE ROLE OF THE UNITED NATIONS IN THE TWENTY-FIRST CENTURY"
New York, 6-8 September 2000

REQUEST FOR ACCREDITATION OF MEDIA REPRESENTATIVES

NOTE: This application must be presented with a letter of assignment, in order to be processed.

PERSONAL DATA

1. **Name:** _____
   (Family name) **(First name)**
2. **Place and date of birth:** _____
3. **Nationality:** _____ 4. **Passport number:** _____
5. **Permanent office address** *(if different from your organization's headquarters)*: _____
   _____ **Telephone: (___)** _____
   _____ **Fax & e-mail:** _____

6. **For contact during the Summit:**
   Address: _____ **Telephone: (___)** _____
   _____ **Fax & e-mail:** _____

DATA ON THE MEDIA ORGANIZATION YOU REPRESENT

7. **Name of organization:** _____
8. **Contact person and title:** _____
9. **Headquarters' mailing address:** _____ **Telephone: (___)** _____
   _____ **Fax & e-mail:** _____
10. **Status/Ownership:**
    ☐ Educational/Public ☐ Government/State
    ☐ Private ☐ Other (specify): _____
11. **Type of medium** *(check as many as necessary)*:
    ☐ Daily newspaper ☐ Photo/visual service ☐ Television
    ☐ News agency/service ☐ Radio ☐ Weekly publication
    ☐ Other (specify): _____
12. **Position:**
    ☐ Cameraperson ☐ Director ☐ Photographer ☐ Reporter
    ☐ Correspondent ☐ Editor ☐ Producer ☐ Technician
    ☐ Other (specify): _____
13. **Working language(s) of your media organization:** _____
14. **Your main news topic(s) or field(s) of coverage** (*if applicable*): _____
    _____

THE MILLENNIUM SUMMIT OF THE UNITED NATIONS
"THE ROLE OF THE UNITED NATIONS IN THE TWENTY FIRST-CENTURY"
New York, 6-8 September 2000

PROCEDURES TO APPLY FOR MEDIA ACCREDITATION

Bona fide representatives of the mass media -- press, photo, radio, television and film -- will be accredited for coverage of the *Millennium Summit of the United Nations -- "The role of the United Nations in the twenty-first century"* -- to be held in New York on 6-8 September 2000.

Completed application forms, together with a letter of assignment on official letterhead from the Editor or Bureau Chief, should be sent to:

UNITED NATIONS
Media Accreditation and Liaison Unit
Media Division, Department of Public Information
Room S-250
New York, New York 10017, U.S.A.
Fax: (212) 963-4642

No acknowledgement will be mailed to you. If you have applied by mail, passes will be issued at the above address upon presentation of two forms of photo ID (passport, official national press pass, drivers license, work ID, etc.).

If you are applying at the Summit site for the first time, you should complete an application form, present a letter of assignment and bring two forms of photo ID as especified above.

PLEASE NOTE: Application forms can be filled in on line prior to printing and will be considered only if accompanied by a letter of assignment. Accreditation is free of charge.
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Annex III

Request for grounds pass

SECURITY AND SAFETY SERVICE
SPECIAL SERVICES UNIT

REQUEST FOR GROUNDS PASS
SECURITY STAFF

Issuance _____ Renewal _____ Duplicate _____

Name: _____

Country/Agency: _____

Protectee: _____

_____ _____ _____ _____
Official seal Date Authorized signature **(Please print name)**

(To be completed by the Special Services Unit)

Code: _____ **A** _____ **UA** _____

Weapon Info: _____
(Must obtain prior approval from the Chief, Security and Safety Service)

Expiration date: _____

Approved by: _____ Date _____
Official seal

Proof of Identification: _____
(Must be presented at the Pass and Identification Unit)

Annex IV

Millennium Summit — arrival information

UNITED NATIONS NATIONS UNIES

POSTAL ADDRESS—ADRESSE POSTALE: UNITED NATIONS, N.Y. 10017
CABLE ADDRESS—ADRESSE TELEGRAPHIQUE: UNATIONS NEWYORK

EXECUTIVE OFFICE OF THE SECRETARY-GENERAL
CABINET DU SECRETAIRE GENERAL

REFERENCE PRO 4-1-1

Protocol and Liaison Service
24 July 2000

Delegation of _____

Head of State

or H.E. _____

Head of Government

Date of Arrival _____ Time _____

Airline _____ Flight No. _____

Airport (PLEASE CIRCLE ONE)

JFK LA GUARDIA NEWARK

Presumed Date of Departure _____

Name of Spouse _____
(if present) First Name Last Name

Please return to the Protocol and Liaison Service, Room S-201.

Millennium Summit focal point at the Permanent Mission:

_____
Name Tel. No.